



## Child Protection Facility Access and Program Controls

**Location** Ches Penney Family YMCA

**Civic Address** 35 Ridge Road, St. John's, Newfoundland

**Mailing Address** P.O. Box 21291, St. John's, NL, A1A 5G6

**The YMCA Child Protection Binder is readily available**

Location of Binder (contains Reporting Kit)	<ol style="list-style-type: none"> <li>1. Main office in Child Care</li> <li>2. Managers office of Child Care and Day Camp – posted on Bulletin Board</li> <li>3. All school age child care locations and Day camps</li> <li>4. EENS office – top drawer in the filing cabinet</li> <li>5. Membership sales and service desk</li> <li>6. HFA office</li> <li>7. General Managers of HFA office</li> <li>8. Downstairs located in holding files rack</li> <li>9. Pool Deck – main desk</li> <li>10. Corporate Office – East White Hills</li> <li>11. Staff Portal</li> <li>12. To all employees working remotely</li> </ol>
Employee Policies and Procedures Manual -Binder Contents	<ol style="list-style-type: none"> <li>1. Child Protection Policy and Procedures, Department Specific facility access program controls</li> <li>2. Mission, Vision and Values</li> <li>3. Strategic Plan</li> <li>4. Brand Guidelines</li> <li>5. YMCA Canada SAM 2.1 standards</li> <li>6. Human Resources Policies – Personnel Policy</li> <li>7. Uniform Policy</li> <li>8. Occupational Health &amp; Safety Policy /Statement</li> <li>9. Other Policies</li> <li>10. Department policies &amp; procedures</li> <li>11. Duty Manager Manual (CPFY)</li> <li>12. Emergency Response Plan (CPFY)</li> </ol>

**All External Access points into the facility are secured to prevent unauthorized access to the facility.**

Listing of External Access Points	Access Point	Security (Locked or 100% supervision)
	Main Entrance to the YMCA building	Unlocked. FOB key required to Child Care, EENS and Ernst and Young room
	Child Care South Side Entrance	
	Child Care Emergency Exits	Locked at all times. Child Care walks around the playground and enters north or south doors

**All Internal Spaces not actively in use are kept locked. Access to Child Care and Child Minding programs are secured**

Listing of Spaces that are not to be accessed by the public	Space	Security
	Supervisor Office Doors	Locked at all times

	Main Childcare entrance door Ernst and Young Room United Way Room Maintenance Closets EENS Office	FOB Key required (locked at all times) FOB Key required (locked at all times) Locked at all times Locked at all times FOB Key required (locked at all times)
<b>YMCA ID or Government Issued ID is required to gain access to the YMCA</b>		
Departmental Expectation  We take YMCA ID or Photo ID (non-government)	Staff verify all adults who are not known to them by requesting government issued ID and confirming they are included as an authorized pick up on the child's registration form.  All visitors are asked to provide government issued ID or in the case of a partner agency, agency issued photo ID is acceptable.	
<b>Access Details and Records are maintained in a permanent record</b>		
Visitor Log Location	Child Care Desk, MSS desk, School Age Locations and our electronic tracking system at the Membership Desk	
Departmental Expectation	<b>All Visitors including contractors entering the facilities:</b> Sign-in to the visitor log in the children services. MSS Desk– government ID We take YMCA ID or Photo ID (non-government) will need to be verified, take a pass, sign –out before leaving and return the pass OR visitors can sign in at our Membership desk as well as Child Care. Weekly sign in and sign out records and monthly attendance records are completed  All records are stored indefinitely	
<b>Regular sweeps and tours are completed of the facility to monitor bathrooms, locker rooms and isolated areas</b>		
Departmental Expectation	Staff provide 100% supervision during children's programs. Duty Manager is on from opening to close and performs sweeps and documented on daily DM reports  Opening and closing sweeps in child care –opening staff walk through each room. Closing staff walk through each room, checking the room and taking the attendance book and thoroughly making sure ALL children are signed out. Closing staff ensures ALL parents and children are out of the building before they leave for the day.  All rooms are closed and locked when not in use	
<b>All YMCA staff and volunteers supervising children follow ratio requirements and provide active supervision</b>		
Ratio Requirement(s)	Licensed Child Care: 0-2 year olds are 1 adult to 3 children. 18 months -3 year olds are 1 adult to 5 children. 4 year olds are 1 adult to 8 children. 5 year olds are 1 adult to 15 children.  HFA: SAM standards/best practices/child care standards apply to all other programs	
Sign In Sign Out Procedure	Staff keep attendance and pick up/drop off times  All children are signed out at the end of the day by parent and or guardian	

All YMCA staff and volunteers are responsible for engaging and welcoming all individuals at the YMCA to verify the purpose of their visit. YMCA staff and volunteers should offer direction and/or assistance.

**Door Code is changed every week in Adult only change room**

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(month/day/year)